

HUERFANO COUNTY ROAD & BRIDGE
ADOPT – A – ROADWAY PROGRAM
APPLICATION and HOLD HARMLESS AGREEMENT

Page 1



Organization Information

Name as it would appear on sign: _____

Address: _____

Contact Person: _____

Telephone No: _____

Email Address: _____

Adoption Information

Name and Number of Road: _____

Location - From: _____ To: _____

Approximate Mileage: _____

Applicant Statement

I have read and agree to the policies and procedures for the Huerfano County Road and Bridge Adopt-A-Roadway Program. I understand that the Huerfano County reserves the right to modify the scope of the adoption if, in the opinion of the County, the adopting organization's size is inconsistent with the highway section as identified above. I realize that working on this project may involve risks and hazards, including risk of injury to me. I am aware of the risks inherent in participating and do hereby assume sole responsibility for all such risks that could result in such injury and waive all claims against Huerfano County Road and their respective agents, representatives, officers, employees, successors, assigns and insurers.

By signing this application and agreement, the undersigned agrees and acknowledges that they have the legal authority to apply for the individual or organization to participate in this program.

Applicant's Signature & Title _____ **Date:** _____

Approval

Dustin Hribar, Superintendent
Huerfano County Road & Bridge Department
1038 Russell Street
Walsenburg, CO 81089
719-738-2420

Date: _____



**HUERFANO COUNTY ROAD & BRIDGE
ADOPT – A – ROADWAY PROGRAM
APPLICANT ACKNOWLEDGEMENT OF POLICIES & PROCEDURES**

Policy: It is the policy of Huerfano County to permit individuals and/or organizations to assist in maintaining the roadways located within the County by periodically removing litter and rubbish through the Huerfano County Adopt-a-Road Litter Control Program. The County recognizes that this is a valuable service rendered to the County and its Citizens by volunteer individuals and/or organizations and that the volunteers should be honored for this service. Individuals and/or organizations are also permitted to perform one-time cleanup operations rather than committing to a road adoption, subject to the One-Time Clean-Up Procedures. **Initial:** _____

Adopt-a-Roadway Procedures:

1. **Initial:** _____ Each participant will be required to sign a “Volunteer Waiver Form” that your organization will be required to keep on file in case an incident occurs.
2. **Initial:** _____ Part of the Volunteer Waiver Form consists of all participants viewing the methamphetamine lab waste video. This is a short 7-minute video explaining the hazards that may be found alongside roadways. The video can be viewed by web access at: <https://www.codot.gov/programs/adopt-a-highway/videos>
3. **Initial:** _____ The adopting organization will commit to a one-year period of adoption with an automatic annual renewal unless either the County or the adoptee choose to terminate the adoption. Road adoptability is subject to the following criteria and availability.
 - a. A section of roadway is preferred between road intersections or a logical ending point with a minimum length of one (1) mile, pursuant to the length of the road.
 - b. The adopting organization must notify the Huerfano County Road and Bridge department once they decide to terminate their commitment and return any supplies provided.
 - c. While an adopting organization may request to adopt a particular road segment, availability may be limited, and Huerfano County may need to assign a road segment other than the one requested.
4. **Initial:** _____ During the one-year commitment, the adopting organization will remove trash from the designated roadway a minimum of two times a year. This will occur between the first weekends of April through mid-October, weather permitting. Program activities will be between the hours of one hour after sunrise to one hour before sunset and not during inclement weather. Weekends are preferred but cleanups are scheduled by the group leader. We require that you notify the Road and Bridge department of your scheduled clean-up date at least two weeks in advance.
5. **Initial:** _____ Huerfano County Road and Bridge will dispose of the collected waste once the accomplishment form has been received or the cleanup is completed and reported.
6. **Initial:** _____ The Huerfano County Road and Bridge department will install a standard information sign at each segment of the adopted roadway acknowledging the adopting organization. Phone numbers or URLs are not allowed on the signs. The signs will remain in place during the adoption period. Signs will be replaced once if they are stolen or vandalized.



HUERFANO COUNTY ROAD & BRIDGE ADOPT – A – ROADWAY PROGRAM

APPLICANT ACKNOWLEDGEMENT OF POLICIES & PROCEDURES

7. **Initial:** ____ In the event that the organization or individual fails to actively maintain the designated area, the sponsoring individual or organization will be billed for the cost incurred in installing the recognition sign(s), and the sign(s) will be removed. The volunteer will be notified prior to the removal of the sign.
8. **Initial:** ____ Roadside activity signage will be posted by Huerfano County Road & Bridge when a clean-up event is planned that will include messaging for how to get involved with the Adopt-a-Roadway & One-Time Clean-Up programs.
9. **Initial:** ____ Huerfano County Road & Bridge will honor any clearly-marked separation of recyclable materials from waste items by Litter Control Program participant(s) and ensure their proper handling.
10. **Initial:** ____ Litter Control Program participants must be aware of the potential dangers involved while participating in this program which is to be performed and take full responsibility for any injury that could occur while working along the roadway. The potential dangers while participating in this program while on County Roadways can include, but are not limited to: high-speed traffic, potentially noxious plants, broken glass, hazardous materials, sharp metal, and potentially harmful wildlife such as snakes and skunks.
11. **Initial:** ____ Participants agree to restrict clean-up activities to the area of right-of-way off the traveled portion of the roadway. Organizations further agree while performing activities on right-of-way, the method, manner, and appearance of the participants will not in any way distract, disrupt, or adversely affect traffic. Participants may not display messages, carry banners, or advertise their business affiliation or cause.
12. **Initial:** ____ The Litter Control Program is open to any individual, group, or family. Huerfano County reserves the right to use its discretion in selecting adopting organizations.
13. **Initial:** ____ Participants must be 13 years old and up. Any group with members between 13-17 years old must be supervised by an adult (18 years and older.) At least one adult is required for every 8 participants between 13-17 years of age. Any requested age waivers will be handled on a case-by-case basis.
14. **Initial:** ____ A designated Contact Person is required for each organization to serve as the liaison with the Huerfano County Litter Control Program. The Contact Person is the responsible party who is signing the application, scheduling clean-ups, submitting all forms, and ensuring compliance with the Cleanup and Safety Procedures. The Contact Person will submit the required Accomplishment Form to the Road and Bridge department for every completed clean-up, and organizations will set filled bags safely along the side of the road for collection by the County and bags with recyclable materials will be clearly marked.
15. **Initial:** ____ The designated Contact Person will designate a Team Leader that will be assigned to every scheduled cleanup event and the Team Leader will be responsible for ensuring that participants on their team comply with the Cleanup and Safety Procedures, including wearing proper footwear (as defined in the Cleanup and Safety Procedures).



**HUERFANO COUNTY ROAD & BRIDGE
ADOPT – A – ROADWAY PROGRAM**

APPLICANT ACKNOWLEDGEMENT OF POLICIES & PROCEDURES

16. **Initial:** _____ The Team Leader will be responsible for both going over the Cleanup and Safety Procedures before every clean-up operation with all crew members and ensuring that crew members sign off to acknowledge they have received this safety talk.
17. **Initial:** _____ Completion and submission of an Accomplishment Form are required after each completed cleanup. This assists County staff in monitoring the success of the program. The completion and submission of an Accomplishment Form is also required at the end of the one-year adoption period to inform the Road and Bridge department if your organization wishes to continue with the adoption or terminate the agreement at the end of the adoption period.

Cleanup and Safety Procedures

Cleanup and Safety Procedures MUST be reviewed with the entire group prior to every cleanup.

- 1. Initial:** _____ **Participants should meet at a designated area prior to your scheduled cleanup to review cleanup and safety procedures.**
 - a. Team Leaders are responsible for ensuring compliance with Cleanup and Safety Procedures.
 - b. In addition, they are responsible for reporting hazardous materials to the Contact Person.
- 2. Initial:** _____ **For health and safety reasons, volunteers should dress properly.**
 - a. Clothing should include: Hats or caps, gloves, long-sleeved shirts, leather boots or sturdy shoes
 - b. Clothing should be light or brightly colored to increase visibility to motorists.
 - c. Reflective vest should be used if provided.
- 3. Initial:** _____ **Stay off Roadway wherever possible.**
 - a. All participants should be off the pavement and in the shoulder area for maximum safety when working.
 - b. Divide into two groups to patrol both sides of the road at one time and minimize crossing the roadway.
- 4. Initial:** _____ **Groups with members aged 13 to 17 years old:**
 - a. All participants must be 13 years or older.
 - b. Any participants 12-17 years of age must be supervised by someone 18 years or older.
- 5. Initial:** _____ **Leave your pets at home.**
- 6. Initial:** _____ **Park vehicles away from area to be cleaned.**
 - a. Vehicles parked along the roadside in the cleanup area can cause participants to walk into the roadway, creating a dangerous situation.
 - b. Carpooling is an effective way to reduce the number of vehicles at the site, as well as conserve energy and minimize pollution.
 - c. Park as far off the road as possible.
- 7. Initial:** _____ **Observe all Pedestrian Laws and Safety Practices.**
 - a. This includes, but is not limited to, facing oncoming traffic when walking along shoulders, looking both directions before crossing, crossing at corners when possible, etc.
 - b. Stay away from construction sites, county maintenance activities, bridges, ramps, and intersections.



**HUERFANO COUNTY ROAD & BRIDGE
ADOPT – A – ROADWAY PROGRAM**

APPLICANT ACKNOWLEDGEMENT OF POLICIES & PROCEDURES

- c. Cleanup activities should be performed off the roadway only. Do not perform cleanup activities in the roadway itself.
 - d. Appoint a spotter to observe traffic conditions when near the roadway.
- 8. Initial: _____ Keep filled litter bags off of the roadway.**
- a. This keeps the traveled way clear for motorists and safer for pedestrians.
 - b. Put all recyclables (aluminum, steel, glass, etc.) into a separate bag marked with an “R”
Recyclables do not have to be further separated.
 - c. Large items such as tires, lumber or other items that will not fit into the plastic litter bags should be placed alongside of the road. Please do not put these items on the road surface.
- 9. Initial: _____ Notify the Sheriff’s Department Immediately in Case of Emergency.**
- a. Dial 911 if any emergency arises.
- 10. Initial: _____ Please Be Courteous to Drivers.**
- a. Being discourteous to drivers only creates more problems and can endanger others.
 - b. Never distract motorists with horseplay or abrupt, erratic movements.
 - c. If a situation arises where a motorist is creating problems for participants, notify the sheriff’s department immediately as they are trained to deal with criminal and dangerous acts. **Do not take the law into your own hands.**
- 11. Initial: _____ Dress appropriately for the weather and take necessary precautions.**
- a. Clothing, liquids, and protection from the elements are all vital for a safe and healthy day.
Wearing gloves is recommended.
- 12. Initial: _____ Large groups should be divided into teams of 12 or fewer.**
- a. Each team must have a designated Team Leader.
- 13. Initial: _____ Litter pickup may be performed only during daylight hours and in good weather conditions.**
- a. Avoid peak traffic hours and abandon the cleanup if the weather turns inclement during your scheduled clean-up event and reschedule.
- 14. Initial: _____ Alcoholic Beverages and Drugs Are Prohibited at ALL Times.**
- 15. Initial: _____ Participants should avoid potentially dangers or hazardous materials as well as any objects found in the right-of-way that appears to be of questionable nature.**
- a. Such items include dead batteries, animal carcasses, syringes, discarded condoms and any containers with unknown substances.
 - b. Team Leaders should report these items to the Contact Person. The Huerfano County Road and Bridge department should be notified of the location and county personnel will remove the substance or items.

**HUERFANO COUNTY ROAD & BRIDGE
ADOPT – A – ROADWAY PROGRAM
Waiver and Release Agreement**



This is a release of liability, please read carefully before signing

In order for me or my child to participate as a volunteer in Huerfano County's Adopt-A-Roadway Program, through the Huerfano County Road and Bridge Department, and after due consideration of my or my child's age, health, physical condition, and ability, and the inherent risks and personal risks involved in this activity, I voluntarily agree to assume all risks of loss that arise out of my or my child's participation and agree to waive any and all claims against Huerfano County and the other parties described below.

I hereby release, and agree to indemnify and hold harmless Huerfano County, the Board of County Commissioners and any of their respective employees, agents, officers, representatives, successors, assigns and insurers from liability for any injury, loss or damage to my person or my child, or property, whether anticipated or unanticipated, resulting from my participation in any activities contemplated by this Agreement.

I realize that working on this program may involve risks and hazards, including the risk of injury, to my child or me. I am aware of the risks and hazards inherent in my or my child's participation and do hereby assume sole responsibility for all such risks and waive all claims against Huerfano County and their respective agents, representatives, officers, employees, successors, assigns and insurers.

I do hereby acknowledge that I have viewed the Methamphetamine web based video on the Colorado Department of Transportation's website.

I agree that my child or I will abide by the rules and regulations of Huerfano County while participating on this program. I hereby acknowledge that I have read, understood and voluntarily agreed to the foregoing waiver and release agreement.

Adopt-A-Roadway Applicant Name: _____

Print Adult's Name: _____

Child's Name: _____ Age of Child: _____

Address: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature of Parent or Guardian if Volunteer is under 18 years of age

Thank you for offering to Adopt-A-Roadway in Huerfano County! Volunteers like you play an important role in Huerfano County's programs and services and we are grateful for your interest!

HUERFANO COUNTY ROAD & BRIDGE
ADOPT-A-ROADWAY/ONE-TIME CLEAN-UP PROGRAM
ACCOMPLISHMENT FORM



Accomplishment Forms must be submitted to the Road & Bridge Department after each scheduled clean-up via email, in office, or through the mail.

Please Provide the Following Information:

Date of Cleanup: _____ 1st Cleanup _ 2nd Cleanup _

Adopt-A-Roadway/One-Time Sponsor: _____

County Road Assigned: _____

How Many Participants: _____ Number of Hours: _____

How Many Bags of Trash Were Collected: _____

How Many Bags of Recyclable Items Were Collected: _____

During The Cleanup - Did Your Crew Locate Any Hazardous Materials Including Animal Carcasses or Large Items: ___ YES ___ NO

If Yes, Where Were These Hazardous Materials Located Along The Section Your Crew Cleaned, and What Were They?

RETURN TO:

Huerfano County Road & Bridge Department

1038 Russell Street

Walsenburg, CO 81089

719-738-2420